

Standards, Procedures & Rights of Faculty Members

Excerpts Relevant for Promotion to Full Professor taken from the MSP Collective Bargaining Agreement and the Academic Personnel Policy "Redbook"

STANDARDS

Section 4.1 Redbook & Article 12.1 MSP Contract)

High professional standards must be the basis for all personnel decisions. Personnel recommendations and decisions shall be made only after a review of all of the qualifications and all the contributions of the individual in the areas of teaching; of research; creative or professional activity; and of service. All three areas must be considered, but the relative weight to be given to each may be determined in the light of the duties of the faculty member. Final decisions are made only after giving serious consideration to all the materials in the basic file as well as to the professional judgments of the Departmental Personnel Committee, which are and ought to be given great weight.

Section 4.6 (Redbook)

Recommendations for promotion shall be based on qualifications and contributions in the areas of teaching; of research, creative, or professional activity; and of service; and on the following considerations:

c) For promotion to Professor, the faculty member must have a record of achievement sufficient to have gained substantial recognition on and off campus from scholars or professionals in his or her field; and must show significant potential for continuing professional achievement.

PROCEDURES

Article 12.4 (MSP Contract)

In reviews for major personnel actions for faculty--reappointments through the tenure decision year, promotion to the ranks of associate professor and professor and the award of tenure--the procedures listed below shall be followed:

(a) Notice of a personnel review for reappointment or tenure shall be sent to the faculty member no later than the end of the third calendar week of the semester in which the review is to be initiated.

(b) As provided in Articles 24.4 and 24.5, a basic file shall be created for each major personnel action. This file shall be supplemented and reviewed at the departmental level and supplemented and reviewed at each successive level of recommendation or decision. The file shall contain the materials listed in Article 12.5.

(c) The faculty member shall submit to the department/program chairperson/head any and all materials for inclusion in the basic file that he/she believes will be essential to an adequate consideration of the case.

(d) For appointment at or promotion to the rank of associate professor and professor and for all tenure recommendations, the chair/head shall solicit outside letters of reference drawn from a list of scholars and/or professionals. The solicited referees shall include scholars and professionals from among those suggested by the faculty member (if he/she wishes to do so), but the list is not limited to those the faculty member suggests. Prior to this solicitation, the candidate shall be

provided with a copy of the solicitation letter and the list of proposed referees and shall be given an opportunity to comment on the appropriateness of both. External referees shall be provided with the candidate's CV, personal statement(s), and any other materials that the candidate wishes to include.

(e) At any time subsequent to the recommendation of the department personnel committee, the materials in the basic file, with the exception of letters of recommendation to which the faculty member has voluntarily waived access, shall be accessible to the faculty member upon request.

What Happens at the Departmental Level -- Section 6.4 (Redbook)

e) At the departmental level, the faculty, ... initiates the personnel action by a recommendation of the departmental personnel committee based on the evidence set forth in the basic file. The Department Chairperson/Head reviews the department personnel committee recommendation and a) may endorse it; or b) after consultation, may formulate a contrary recommendation. In considerations of new appointments, reappointments through the tenure decision year, and the award of tenure, these recommendations shall contain written justifications on the basis of the relationships described in Section 4.2. When the recommendation does not accord with departmental long-range plans, reasons for such a departure shall be indicated.

What's In the File When Forwarded from the Department Level

Article 12.5(a) -- MSP Contract

- 1) a table of contents
- 2) a current curriculum vitae (including a bibliography and/or comparable list of professional accomplishments)
- 3) copies and reviews of published works and/or evidence of other professional accomplishments
- 4) evaluations of teaching effectiveness, including but not limited to those of students
- 5) letters of reference solicited by the chairperson/head and a description of the professional standing of the writers of letters of reference from outside the University and a statement of any relationship the writer may have had to the faculty member
- 6) evaluations of service
- 7) the candidate's five most recent Annual Faculty Report and Evaluation (AFR) forms, including any contemporaneous comments by Personnel Committees, academic administrators and any responses from the candidate; if the candidate has been employed too recently to have undergone five annual reviews, the file should contain the number of AFRs that have been prepared, if any.
- 8) any and all materials submitted by the candidate
- 9) the recommendation and the numerical vote at the departmental level
- 10) the recommendation of the chairperson/head.

Section 6.4 (Redbook)

A copy of the recommendation of the Department Chairperson/Head shall be sent to the Chairperson of the department personnel committee. Copies of the recommendation of the department personnel committee and of the Chairperson/Head shall be sent to the faculty member.

What's Added to the File at Subsequent Levels -- Article 12.5(b) -- MSP Contract

- 1) the recommendation and numerical vote of the faculty, school or college personnel committee
- 2) the recommendation(s) and decision of academic administrative officials
- 3) other materials solicited, submitted or received during the review process, including, by way of example, additional materials submitted by the faculty member, additional letters of reference and/or additional information received in response to the invitations issued under Articles 12.12-12.13 (contrary recommendations). When material is added to the basic file, the departmental personnel committee (or other appropriate mechanism) and the chair/head shall have the opportunity to respond as to its substance and appropriateness; unless it is protected by waiver, the faculty member shall also have this opportunity.
- 4) A copy of the table of contents and the recommendation from the personnel committee shall be available to the faculty member when the basic file is forwarded to the department chair/head.
- 5) A copy of the updated table of contents and the recommendation from the department chair/head shall be available to the faculty member when the basic file is forwarded to the school or college personnel committee.
- 6) A copy of the updated table of contents and the recommendation of the school or college personnel committee shall be available to the faculty member and to the department when the basic file is forwarded to the dean.
- 7) A copy of the updated table of contents and the recommendation of the dean shall be available to the faculty member, the chair of the school or college personnel committee and the department when the basic file is forwarded to the provost or the chancellor.
- 8) A copy of the updated table of contents and the decision of the chancellor and/or the provost shall be available to the faculty member, the dean, the chair of the school or college personnel committee and the department at the time the decision is made.
- 9) A copy of the updated table of contents and the recommendation of the Chancellor and/or the Provost shall be available to the faculty member, the Dean, the Chair of the School or College Personnel Committee and the department when the Chancellor or the Provost forwards a recommendation for tenure to the President.
- 10) A copy of the updated table of contents and the decision of the President shall be available to the Chancellor and/or the Provost, the Dean, the Chair of the School or College Personnel Committee, the department and the faculty member when the President has made a decision in the case of a recommendation for tenure forwarded by the campus.

Contrary Recommendations

Article 12.13-12.15 – MSP Contract

- prior to making a recommendation that may be contrary to either of the recommendations forwarded from the departmental level, the school or college personnel committee shall consult in writing with the department. Any response to such consultation must be in writing and must be added to the file.
- prior to making a recommendation that may be contrary to either of the recommendations forwarded from the departmental level, the dean shall in writing invite the department to

provide additional information for the basic file or clarification of the recommendation. Any response to such invitation must be in writing and must be added to the file.

- prior to making a recommendation or decision that may be contrary to either of the recommendations forwarded from the school or college level, the chancellor or provost shall in writing invite the dean to provide additional information for the basic file or clarification of the recommendation. Any response to such invitation must be in writing and must be added to the file.
- Prior to reversing the recommendation of the Chancellor and/or the Provost for tenure, the President shall in writing invite the Chancellor and/or Provost to provide additional information for the basic file or clarification of the recommendation. Any response to such invitation must be in writing and must be added to the file.

Decision Timeline

Article 12.17 – MSP Contract

A campus academic administrative official shall make his/her recommendation or decision within forty-five (45) calendar days of receipt or the deadline for receipt (whichever is later) of both the basic file, including all relevant personnel committee recommendations, and all additional information or clarifications subsequently requested by the academic administrative official from the department or college.

RIGHTS OF FACULTY MEMBERS IN PERSONNEL MATTERS – Section 5.1 (Redbook)

- a) For personnel, reviews, recommendations and decisions, the right and the responsibility to present all materials which he or she believes will be essential to an adequate consideration of the case, and the opportunity to supplement the original presentation with additional relevant information in the event that a review indicates shortcomings in the presentation.
- b) The right to have access to information on the current needs and long-range plans of the department, college or school, campus and University.
- c) The right to have extra-departmental service contributions considered at the department level as well as at other levels of review, recommendation and decision.
- d) The right to equitable treatment in personnel matters so as to ensure generally consistent recognition to departmental faculty members whose chosen field, overall professional development, period of service on the campus, and quality of contributions, all taken as a whole, are judged to be approximately equal.
- e) The right to discuss his or her professional progress and any personnel matter of concern with his or her Department Chairperson/Head; and, if such discussions prove unsatisfactory, with the Dean; and, if still unsatisfied, with the Provost.
- f) The right to be informed of the personnel recommendation made at the department, college or school, and campus level.
- g) The right to discuss reasons for a negative personnel decision at all appropriate administrative levels as specified in Section 6.10.